



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 12330.1A
HRO-PEN

APR 17 1995

NTC GREAT LAKES (COMPLEX³) INSTRUCTION 12330.1A

Subj: DEPARTMENT OF DEFENSE (DOD) PROGRAM FOR STABILITY OF
CIVILIAN EMPLOYMENT

Ref: (a) DOD Manual 1400.20-1-M of Sep 90
(b) DOD Priority Placement Program Policy and Operating
Procedures - Eastern Zone
(c) SECNAVINST 12330.3B

1. Purpose. To set forth policies and procedures concerning the DoD Program for Stability of Civilian Employment, as outlined in references (a) through (c), and to advise managers and supervisors in activities serviced by the Human Resources Office-Pensacola (HRO-PEN) Great Lakes Service Center (GLSC) of their responsibility to actively and affirmatively support this program.

2. Cancellation. NTCGLAKESINST 12330.1.

3. Discussion.

a. The DoD Program for Stability of Civilian Employment, (which includes the Priority Placement Program (PPP), was established in 1964. Its major purpose is to minimize the adverse impact on individuals affected by base closures, consolidations, transfers of functions, and reductions that result from the technological and organizational changes necessary to keep the DoD establishment up-to-date. In addition, it is an excellent vehicle for maximizing opportunity to retain or regain the talents and experiences of DoD personnel who have been or will be separated through reduction in force (RIF) and who, in most cases, are superior to personnel who could be recruited through other means. Overall, increased productivity with reduced overhead will be achieved through the program; e.g., high quality personnel, reduced recruitment and training costs, improved morale, and reduced severance pay outlay within DoD.

b. A major objective of the PPP is to make good placements. This will result in the great majority of cases, as long as managers use RIF for its intended purpose and program officials conscientiously carry out their responsibilities. The great majority of DoD personnel adversely affected by RIF are high quality personnel, generally representative of a cross section of the work force. The PPP is an extension of the RIF system. As in RIF placements through bumping and retreat managers have limited opportunity to exercise choice in connection with placements through the program.

4. Policy. Maximum support is to be given by all levels of management to this program. GLSC employees responsible for

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registering employees for the program will use care to ensure that employees are registered only for those positions for which they are fully qualified. The benefits of placing personnel with DoD experience, as well as the requirements for placement, are to be impressed upon all selection officials and managers.

5. Procedures.

a. As a gaining activity

(1) Before initiating recruitment on any vacant position approved for filing, a check must be made against the inventory of program registrants at the Defense Data Support Center (DDSC) Dayton, Ohio to determine if there are registrants matching the vacancy. Title, series, grade and option code input is electronically transmitted by the HRO-PEN to the DDSC. If there are matching registrants, resume information is transmitted to the HRO-PEN by message which in turn transmits the information to GLSC. No internal promotions (except for repromotion eligibles), demotions, reassignments and transfers or appointments into vacant positions may be made when there are priority 1 or 2 registrants referred. However, personnel actions on employees from within Navy are permitted when only priority 3 registrants or no best qualified spouse preference eligibles are available.

(2) Upon receipt of priority placement resumes, the GLSC will immediately contact the releasing Human Resources Office, by telephone, to determine if qualifications are met and make an offer. Supervisors and managers do not have the authority to reject qualified displaced employees who accept job offers, nor may they impose any special requirements which would deny or delay placement of displaced persons. Under no circumstances shall a position be changed as to series or grade, canceled, or action to fill be delayed in order to avoid making an offer to a qualified PPP registrant. All changes, cancellations or delays, after submission of a requisition and receipt of resumes, will be subject to investigation by Zone and Regional Placement Coordinators.

b. As a registering activity

(1) When permanent employees in activities serviced by the GLSC are adversely affected through no fault on their part by RIF or declination of functional transfer outside of the commuting area, they have the right to register in the PPP for placement at other DoD installations. Staffing Specialists in GLSC will counsel adversely affected employees on their rights and options under the program and effect their registration into the system. Registration is basically voluntary and those scheduled for separation may be registered at their option for up to five skills. Within each skill they may register as high as


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their current grade level and at grades which are not more than three grades lower than their current one. The geographical areas to which they may be initially referred are determined by the Staffing Specialist based on the available opportunities for placement in their skills. The only mandatory registration is for those scheduled for separation who are eligible for severance pay. They must be registered for their current series at their current grade for placement in the commuting area.

(2) When a match is made at an activity for which an employee is registered, a representative of that Human Resources office will contact the GLSC. The GLSC representative relays the job offer to the registrant and assists the employee in relocating if the offer is accepted. The registrant has a reasonable period (up to 7 calendar days) to accept or reject the offer. If the employee is placed at another DoD activity and relocation is accomplished within one year of separation, travel expenses authorized by applicable travel regulations must be paid by the losing activity.

6. Responsibility. Responsibility for the effective operation of this program is the personal responsibility, as assigned by the Secretary of Defense, of the Commanding Officer and the Human Resources Officer of each field activity within DoD. Therefore, it must be ensured that all provisions of references (a) through (c) are followed. The program's continued success rests on the willingness of all managers and supervisors to readily accept their responsibilities in adhering to the requirements of this program.

7. Action. All levels of supervision and management in activities serviced by the GLSC have the responsibility for active, affirmative support of the DoD policy to obtain continuing employment for displaced employees registered in the system, and must comply fully with the requirements, spirit, and intent of the PPP.


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Distribution:
NTCGLAKESINST 5216.5M
Lists I and V
HRO-PEN (25)

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2. Cancellation. NTCGLAKESINST 12330.1. This instruction has been substantially revised and should be reviewed in its entirety.

3. Discussion.

a. The DoD Program for Stability of Civilian Employment, (which includes the Priority Placement Program (PPP), was established in 1964. Its major purpose is to minimize the adverse impact on individuals affected by base closures, consolidations, transfers of functions, and reductions that result from the technological and organizational changes necessary to keep the DoD establishment up-to-date. In addition, it is an excellent vehicle for maximizing opportunity to retain or regain the talents and experiences of DoD personnel who have been or will be separated through reduction in force (RIF) and who, in most cases, are superior to personnel who could be recruited through other means. Overall, increased productivity with reduced overhead will be achieved through the program; e.g., high quality personnel, reduced recruitment and training costs, improved morale, and reduced severance pay outlay within DoD.

b. A major objective of the PPP is to make good placements. This will result in the great majority of cases, as long as managers use RIF for its intended purpose and program officials conscientiously carry out their responsibilities. The great majority of DoD personnel adversely affected by RIF are high quality personnel, generally representative of a cross section of the work force. The PPP is an extension of the RIF system. As in RIF placements to exercise choice in connection with placements through the program.

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